

# ADMINISTRATIVE ASSISTANT REPORT

September 2016

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09/22/2016

## 1. FINANCIALS:

- a. 2017-2019 Budget justification, supporting history, and worksheets were prepared and sent to the department heads/committees, along with supporting documentation, benefit information, designated funds accounting, etc. All departments are turning in their completed budget sheets, along with justification, payroll and designated funds to Lisa and she plans to meet with the department heads to review. I'll start my process of reviewing formulas, updating benefit costs and then "flipping" each department into the "master" budget file to be able to review the entire budget picture.
- b. The levy increase will be limited to the Town's new construction growth factor, which is being reported at .445% - minus the reduction of long term debt service payment.
  1. The procedure appears to remain the same for any increases over the allowable levy amount, which it appears the Town will need to do. This process includes the Town Board passing a resolution laying out the levy limits and the amount over the limit. The Town Electors will need to pass a motion adopting a similar resolution or a motion so noting they are aware of the levy limit and authorize the Town to pass the higher levy than allowed by the WI Dept of Revenue (WI DOR). The Town Electors can:
    - a. Approve the TB requested tax levy
    - b. Approve a reduced tax levy but they cannot approve a higher levy than what the Town Board presented in their resolution.
  2. If certain additional fees for services are enacted by the Town, the increase require the Town to reduce the allowable levy limit by this amount.
  3. The Town must also increase or decrease the allowed levy limit by changes in expenditures due to intergovernmental cooperative agreements. I will do a little more research on this, but I assume this would include the services the Town provides to Ashland County for highway, zoning and police. If the Town's expenditures increase for these services in 2017 over 2016, the Town can add that increase to the allowable levy limit. Conversely, if the Town's expenditures for those services decrease in 2017 from 2016, the amount of the decrease must reduce the levy limit. This may require these departments to do a more thorough budget for these expenditures, so we can accurately report to the WI DOR the changes.
- c. Ted and Carey are gathering figures for the MRF's 2017 Annual Recycling Unit Grant application. We'll be compiling the figures and submit it to the WI DNR by the Oct. 3<sup>rd</sup>, 2016 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2017.
- d. Maitland, Singler and Van Vlack has sent the 12/31/2015 Year end entries, as well as the various reports which the DRAFT Management Discussion & Analysis report will be drafted from. I hope to get the report written and copied to you for your review and approval. This is a summary of the audit for the year ending 12/31/2015.

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## **2. MISCELLANEOUS:**

- a. I attended the WTA & UW-Extension fall conference in Cable on 9/20. I have scanned the materials from the conference and posted it on the Town's shared drive. Please let me know if you would like to see any of it, or would like it e-mailed or printed out for you. They reviewed legislated changes that took effect this year, as well as levy limit information and Board of Review (BOR)/equalized values/assessment practices.
- b. Fire Dept & Ambulance Raffle to be held on October 8<sup>th</sup>, 2016:
  1. After the previous raffles and audit done by the WI DOR, we've put together a binder with raffle information, documents needed, and a preliminary step by step checklist for the person(s) in charge of the Town fundraising raffle each year.
  2. I'll put together the blank reporting documents to be handed out to the 2016 raffle winners. Each winner must complete forms for the State of WI/IRS and provide forms of identification before raffle winnings may be paid out.

Respectfully submitted,

Barb Nelson, Administrative Assistant/Deputy Clerk